



**SAFETY: it takes all of us**

## IN PLAIN SIGHT: WORKPLACE DANGERS CHECKLIST

### Remember

With the proper training, your employees will see their surroundings in a whole new light. By learning to identify existing and potential hazards, your employees will create a safer environment at work and at home.

Encourage employees to take a fresh look at their surroundings. Recognizing existing and potential hazards and developing safe habits will help create a safer, more productive work environment.

The checklist below is general for most industries and can be used as a starting point to develop your own, specific to your working environment.

### You should always:

- ☐ Shut file cabinet drawers when not in use
- ☐ Open one filing cabinet drawer at a time to prevent a tip-over
- ☐ Store heavy objects close to the floor and out of walkways
- ☐ Store tools, equipment and materials properly to prevent falling or sharp edges being exposed
- ☐ Stack materials to prevent sliding, falling or collapsing
- ☐ Wear the proper personal protective equipment
- ☐ Use extra caution in high traffic areas, around corners and near doorways
- ☐ Take regular safety walks to identify existing and potential hazards
- ☐ Educate your employees on reporting hazards
- ☐ Hold regularly scheduled safety meetings to discuss possible safety hazards and how to prevent them

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